

# TCA MAINTENANCE WORKER

# **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a full range of custodial services and grounds maintenance at the Tempe Center for the Arts.

# **Supervision Received and Exercised:**

Receives direct supervision from the TCA Maintenance Supervisor and general supervision from the Custodial Superintendent and managerial staff.

# **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

## Interior:

- Clean, sanitize and deodorize restroom and dressing room facilities and fixtures including sinks, urinals, toilets, showers, mirrors and waste receptacles; maintain fixtures and replenish supplies in restrooms.
- Sweep, vacuum, mop, wax, strip and polish floors using a variety of chemicals, cleansers and equipment. Clean floor surfaces and upholstered furniture.
- Dust and polish furniture, woodwork, fixtures and equipment; wash windows, mirrors, walls and ceilings.
- Empty, clean and sanitize waste receptacles.
- Move and arrange furniture and equipment and assist in the set-up of rooms for meetings, events and special functions.
- Replace light bulbs and fluorescent tubes.

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- Secure facilities after working hours when necessary.
- Maintain work areas in accordance with recognized safe practices and make minor repairs to custodial equipment and machinery.
- Promote workplace safety awareness and understanding of potential workplace hazards and assists with the necessary training to avoid such hazards; participate in safety initiatives.
- Monitor, estimate, inventory and assist in ordering supplies.
- Complete work orders and close out in Hansen or similar type of work order system.
- Work special events and be available on call.

## Exterior:

- Plant, water, weed, fertilize and maintain TCA landscaped areas.
- Trim and prune bushes, trees and shrubs; stake trees as necessary.
- Rake and clear leaves along with removing debris from TCA landscaped areas, walkways, parking lot and surrounding areas.
- Pick up litter and debris; empty trash receptacles and ash urns and deposit into proper collection container.
- Operate, maintain and repair a variety of mechanical equipment related to grounds keeping but not limited to blower machines, hedge trimmers, pruning shears and garden tools.
- Inspect tables, benches and other related TCA equipment; perform minor repairs or report condition to appropriate staff for repairs.
- Perform periodic inspections of irrigation systems along with conducting minor repairs and reinstallation.
- Mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals and fertilizers to trees, shrubs, flowers, and desert landscape areas to control weeds, insects and plant diseases; set and monitor rodent traps.
- Skim debris from reflecting pool and other water fixtures.

### General:

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 Demonstrate continuous effort to improve operations, reduce turnaround time, streamline work processes and provide seamless service.

Perform related duties as assigned.

**Experience and Training Guidelines:** 

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:** 

Two years of increasingly responsible, full-time experience in one of the following areas:

 Custodial services that includes experience in the proper care of various floor surfaces including carpets.

 Gardening / landscape maintenance that includes experience with the use and care of hand tools and power equipment.

Previous custodial or groundskeeper experience at large public facilities (i.e. arts centers, museums, stadiums, theatres, parks, golf courses, etc.) is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Possession of a valid Arizona Structural Pest Control Applicator's License for both Pest Control (B1); Right-of-Way and Weed Control (B3); *and* Turf and Ornamental (B5).

Possession of, or required to obtain within one year of hire, a professional cleaning or grounds maintenance certification and/or other related certifications.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 090

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FLSA: Non-Exempt